



Consultant – Behaviour Support

Guidestar is a professional services organisation providing clinical assessment, consultation and coordination services to individuals across the lifespan with complex presentations. We work with people in receipt of NDIS funding. As part of our person-centred approach, services are provided within the individual's environment so travel around Melbourne, Geelong and, occasionally, regional Victoria is expected.

Reports to	CEO
Award	Health Professionals & Support Services award
Award Classification	Depending on experience
Date of Review	July 2020

Organisational Environment	
Vision	Working together to realise potential and attain optimal wellbeing.
Purpose	<p>To provide quality, sustainable and responsive services that uphold human rights, create opportunities, promote health and empower people to make their own choices.</p> <p>We do this through:</p> <ul style="list-style-type: none"> • Supporting people to work with vulnerability, complexity and trauma; • Working alongside individuals, families and carers; • Partnering with organisations to achieve best possible outcomes that benefit their customers; • Demonstrating best possible practice in relation to service planning, psychological and therapeutic service delivery and behaviour intervention; and • Addressing and overcoming barriers to community inclusion for children, young people and people with disabilities and / or mental health support needs.
Values	<p>Relationships We value relationships first and foremost. Establishing ethical and professional relationships is central to our work and practice.</p> <p>Respect We are respectful and caring in all our dealings.</p> <p>Diversity We respect and acknowledge the skills and perspectives that people may bring through gender, race, culture, ethnicity, disability, age,</p>

	<p>sexual orientation, gender identity, intersex status or other difference.</p> <p>Innovation We are bold and imaginative. We thrive on opportunities to work collectively on complex issues and deliver breakthrough results. We apply our creativity across all aspects of our business and in the way we interact with our clients and customers.</p> <p>Thought Leadership We share knowledge and ideas. Our directions are guided by contemporary theory and thinking, research and evidence-based practice.</p>
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General Responsibilities	
Contribute to the Vision, Purpose and Ethos of Guidestar	<ul style="list-style-type: none"> • Act in accordance with the Ethos of the organisation at all times. • Maintain a high standard of professional conduct when dealing with internal and external stakeholders. • Contribute to the achievement of the strategic direction and goals of the organisation.
Workplace Health Safety	<ul style="list-style-type: none"> • Adopt a risk management approach to problem solving to assist in identifying issues which may have ramifications for the client, family or wider community. • Participate in all workplace health safety policies and procedures as required.
Provide Specialist Services	<ul style="list-style-type: none"> • Provide specialist assessment, consultation, therapeutic interventions and professional services to support people with disability, their families and support systems. This is achieved by development of effective interventions using assessment, treatment, programming, behaviour support, therapeutic program development and research skills. • Improve the quality of services provided to people with disability who have complex needs and display behaviours of concern through the provision of expert behaviour support and intervention in line with contemporary and evidence-based practice and Guidestar policies and procedures. • Undertake specific adaptive functioning, risk and behaviour-related assessments. • Prepare, write, deliver and implement psychosocial and behaviour assessment reports as well as quality behaviour support plans. • Deliver agreed billable hours.
Provide Clinical Support	<ul style="list-style-type: none"> • Provide support, advice and direction to groups and individuals. • Facilitate the delivery of clinical frameworks and activities. • Provide feedback and liaise with external agencies regarding individuals and teams, and/or report issues relating to risks and/or actions that may compromise the ethics, wellbeing, and or professional standing of individuals, teams or agencies. • Participate in work/other duties as may be reasonably required.

	<ul style="list-style-type: none"> Ensure all activities comply with Guidestar policies and guidelines, ethical practice and the Code of Conduct and Ethics to ensure equitable and inclusive practices.
Provide Training	<ul style="list-style-type: none"> Provide training in line with policies and procedures. Participate in training meetings, supervision or other meetings as requested. Participate in the development and review of clinical and other training. Providing sophisticated supervision and peer consultation to other staff as required.
Maintain high service quality and continuing professional development	<ul style="list-style-type: none"> Evaluate your work and seek feedback from those who you provide a service to. Adapt and update your work to incorporate outcomes and feedback. Respond to complaints in accordance with Guidestar policy Collaborate and co-work with your colleagues and seek constructive feedback. Reflect on the evidence base for your practice by participating in team reflective practice. Incorporate new information into everyday practice. Develop a Continuing Professional Development Plan with your manager to plan and monitor professional development. Reflect on challenges and successes in your work via group, peer and 1:1 supervision. Access professional development and training outside of Guidestar as appropriate. Monitor and audit key service aims and outcomes regularly
Participate in Projects	<ul style="list-style-type: none"> Work within a project team in a cooperative and timely manner. Participate within a project team and assume responsibility for shared leadership. Undertake Project Management as required.

Key Selection Criteria	
Experience	<ul style="list-style-type: none"> Specialist skills in positive behaviour support (assessment, consultation and therapeutic and behavioural support services) to people and children with disability, their families, supporters and service providers (2 years' experience). Behaviour support and intervention including comprehensive behavioural assessments, development and implementation of behaviour support plans and skills in working with a person's support system (2 years' experience). Demonstrated ability to provide support to clients with high and complex needs (including the experience of mental ill health and trauma) to develop and implement intervention strategies in collaboration. Demonstrated ability to work with people with challenging behaviour using a Positive Behaviour Support approach. Complex case management/coordination skills desirable. Highly developed communication and interpersonal skills including the ability to provide clinical advice and consultancy

	<p>services, deliver training programs and produce high quality written reports.</p>
Knowledge	<ul style="list-style-type: none"> • In-depth knowledge of the issues, trends and philosophies underpinning the provision of services to persons with disability and those who have high and intensive support needs (i.e., trauma-informed practice). • Specialised and contemporary understanding of disability including evidence based practice principles and an ability to apply this theoretical knowledge to client support. • Understanding of individual clients' cultural and diversity requirements including Aboriginal Torres Strait Islander people (ABTSI); Cultural and Linguistically Diverse (CALD) clients; and Gay Lesbian Bisexual Transgender Intersex (GLBTI) clients. • Working knowledge and understanding of the Disability Act 2006, particularly in relation to the use and elimination of restrictive practices. • Capacity to provide clinical and therapeutic advice in regard to policy, procedure or issues or contribute to service development.
Technical and Clinical Skills	<ul style="list-style-type: none"> • To write and support others to develop and implement Positive Behaviour Support plans that meet published criteria for an effective PBS plan. • Excellent verbal and written communication skills (including maintaining appropriate clinical records and writing complex reports and correspondence). • Excellent time management and analytical skills. • High degree of planning and organisational skill necessary to manage a complex clinical case load and other tasks. • Demonstrated ability to use sound professional judgement to manage complex assessments, case formulation and intervention and use the information outcomes to develop and implement best practice initiatives. • Demonstrated professional judgement and problem solving skills for identifying and resolving issues or providing clinical and therapeutic advice in regard to policy, procedure or issues or contributing to the ongoing improvement of services. • Proficient to a high level in MS Office and Client Information Systems. • Ability to write high level reports.
Interpersonal Skills	<ul style="list-style-type: none"> • Proven oral communication and interpersonal skills for consulting and collaborating with a broad range of health professionals, community agencies and organisations on clinical issues and initiatives. • Proven ability to work independently and collaboratively to enhance the capacity of teams including demonstrated experience in mentoring and supervising other professionals in the delivery of clinical, therapeutic and intervention services. • Strong negotiation, mediation and conflict resolution skills. • The ability to work autonomously and as a part of a team. • Works collaboratively with individuals and organisations.
Qualifications	<ul style="list-style-type: none"> • A recognised tertiary qualification in a relevant area.

	<ul style="list-style-type: none"> • Demonstrable experience in professional/clinician supervision and ongoing professional development. • Membership of relevant professional body.
Relevant Checks	<ul style="list-style-type: none"> • Consent to undertake employee checks processes. • Police Check (Australia) • Working with Children Check. • Disability Worker Exclusion Scheme. • A current Driver's License. • International Police Check (where applicable) - if individual has a period of residence of 12 months or more in an overseas country during the last 10 years. • Right to Work in Australia.

Confidentiality

- Any information obtained during employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Please refer to Guidestar Conditions of Employment and Guidestar policies governing the areas of confidentiality and disclosure of information, particularly the Privacy Policy.

Occupational Health and Safety

Related legislation: OHS Act (2004) and associated Regulations and Australian Standards

- Guidestar recognises its moral and legal responsibility to provide a safe and healthy work environment. Guidestar will maintain, as far as practicable, a working environment that is safe and minimises risk to the health and wellbeing of all staff, clients, contractors and visitors. Staff will at all times conduct themselves in a safe and responsible manner, with due regard to minimising potential risks within the workplace.
- Guidestar encourages staff to take a constructive role in promoting improvements in occupational health and safety, and to assist Guidestar in achieving a healthy and minimal risk work environment. It is a condition of employment that staff comply with all health and safety related policy and procedures and take part in activities designed to improve the health and safety of the workplace.

Training and Development

- All staff will be required to participate in the annual performance development review process which will be conducted by their designated Manager.
- Staff will be expected to take part in any training or courses relevant to their area of work as may be deemed appropriate.

Other Relevant Information and Conditions

- Guidestar is an EEO Employer
- Guidestar is a totally smoke free workplace
- Some out of hours work may be required
- It is a condition of employment that all staff take part in Guidestar's Quality Improvement Process, and that they take part in and assist in any evaluations of the whole or any part of Guidestar or its programs or projects as required.



- The position is subject to the terms set out in the Guidestar Human Resources Policy, Staff Code of Ethics, and any future addition or variations to them. Tenure of the position is conditional upon ongoing observance of the Guidestar Staff Code of Ethics (attached).

Authorisation

I have read, understood and accepted this position description as the basis of this role.

Employee Signature

Authorised Manager’s Signature